

City Council Minutes

October 27, 2003

The Council of the City of Milton-Freewater met in regular session on Monday, October 13, 2003 at 7:00 p.m. in the council chambers of City Hall.

The following members were present: Mayor Key, Councilors Saager, Lyon, Woods, Records and Kelley. Staff members present were City Manager Delphine Palmer, Assistant City Manager Linda Hall, Finance Director Dave Richmond and Public Works Superintendent Howard Moss. The only citizen present was Merle Sherman. Councilor Humbert was absent due to illness.

The only member of the press present was Jeff Durham of the Blue Mountain Pioneer.

CONSENT CALENDAR ITEMS: Items on the consent calendar include minutes from the October 13, 2003 meeting. Councilor Kelley moved to adopt the Consent Calendar and Councilor Lyon seconded the motion which passed unanimously.

Mayor Key announced this was the opportunity for citizens to approach the council with items not on the agenda. None approached.

NEW BUSINESS

PUBLIC HEARING and RESOLUTION NO. 1942 Fall Weed Abatement.

Mayor Key opened the hearing and summarized the rules for Public Hearing.

No exparte contact was declared.

Mayor Key asked if notice of the hearing had been published according to law. Assistant City Manager Linda Hall stated that this had been done. Mayor Key then asked if there had been any written comments. Ms. Hall replied that none had been received.

Public Works Superintendent Howard Moss gave the staff report saying this was the fall abatement program which has a much smaller list this fall. The effort was coordinated with the fall clean-up. There are seventeen (17) properties affected. Two of the seventeen have not picked up their certified letters. Mr. Moss said there should be very little to do on the seventeen properties as the property owners have had twenty (20) days to correct any problem.

Councilor Woods asked about the Ditch Company on the list, saying he thought they did this kind of work themselves. Mr. Moss said they could be on the list the same as anyone else that is not in compliance. Mr. Moss clarified the issue saying it was the unused portion of the ditch/canal. Councilor Saager asked if they sprayed the weeds. Mr. Moss said they sometimes spray, but they also burn the weeds along the ditch.

Mayor Key asked property owners to address council. None were in attendance.

Mayor Key asked if council had any more questions. There were none.

Mayor Key declared the hearing closed.

Councilor Records moved to adopt Resolution No. 1942 authorizing the abatement of the properties listed in exhibit "A". Councilor Saager seconded the motion which passed unanimously.

APPOINTMENT RECREATION COMMITTEE MEMBERS. Mayor Key recommended Karen Bright to fill a vacancy on the Recreation Committee.

Councilor Kelley moved to appoint Karen Bright to the Recreation Committee to fill a vacant term running through February 1, 2007. Councilor Woods seconded the motion which passed unanimously.

BID AWARD – HAY SALES. City Manager Delpine Palmer said that the City had gone out with bid awards for hay previously, but the minimum bid was too high thereby eliminating bids. The City went again with a lower minimum bid and now have two bids. The recommendation is to award Lot #1 to Leber Farms of Milton-Freewater, Oregon in the amount of \$11,072.25, and award Lots 2,3,4 and 5 to English Hay Company of Mesa, Washington in the amount of \$26,080.70.

Councilor Saager asked about payment options. Public Works Superintendent Howard Moss said a 5% payment was required initially, and the vendors could choose then to have an irrevocable letter of credit. Councilor Woods asked if the prices this year were high or low. Mr. Moss said that during the nineteen years he has been associated with this project, this year's price is second to lowest.

A discussion ensued.

Councilor Kelley moved to award Lot #1 to Leber Farms of Milton-Freewater, Oregon in the amount of \$11,072.25 and Lots 2,3,4 and 5 to English Hay Company of Mesa, Washington in the amount of \$26,080.70. Councilor Records seconded the motion which passed unanimously.

ELECTION League of Oregon City Convention Voting Delegate and Alternate. Assistant City Manager Linda Hall stated that at the League's annual convention, which is in Eugene, Oregon this year November 13 through 16, all participating member cities are allowed one vote during their annual, once yearly, business meeting held Sunday morning at the conference. They ask that we name our voting delegate, plus one alternate should something happen to the delegated voter. The League asks this to be done in advance to the conference with a form to be completed and mailed. Those attending this year are Mayor Key and Councilors Kelley, Records and Woods. Ms. Hall also encouraged all to attend the business meeting, not just the voting delegate and alternate.

Councilor Saager moved to appoint Mayor Key as the voting delegate and Councilor Kelley as the alternate. Councilor Records seconded the motion which passed unanimously.

ADOPTION Employee Policy Manual. City Manager Delphine Palmer stated she was pleased this manual was together to present to council. It represents a lot of work. When Ms. Palmer first came to work for the City, she said there were maybe six (6) policies, and there was no policy manual. Ms. Palmer said she was real concerned about this, as employees need to know exactly what is expected of them regarding expectations, standards and performance on-the-job. This policy will be given out to all employees and we would hope that all employees read the policy, and management will continue to update the manual as policies and laws change. The manual not only provides guidance for the employees, it gives direction for supervisors and department heads when an employee is not performing at the required standard.

Councilor Kelley said that at the County, employees have received a new policy manual and stated she felt pleased this was done for the City. She further said she was pleased with the work that had been done on this policy. Councilor Saager said he thought the policy was good work, but was concerned if this would create concern with any particular group. Ms. Palmer said that if each group recognizes how this policy upholds and supports each agreement, and also understands the relationship between this policy and their agreements, there shouldn't be negative feedback. Councilor Woods asked if this was a joint project with input from department heads. Ms. Palmer said she had done this in the past, but the process takes a tremendous amount of time, so Ms. Palmer said the policy presented was basic policy standards and procedures. Ms. Palmer gave the example of harassment and said employees could not argue to policy as it is a federal and state standard. Councilor Woods asked how Ms. Palmer will deal with the concerns expressed by Councilor Saager. Ms. Palmer said when the time comes to distribute the new policy manual, she will address all employees and explain the policy in depth. Ms. Palmer also said there had been comments about NOT having an employee policy.

Councilor Kelley moved to adopt the Employee Policy Manual. Councilor Records seconded the motion which passed unanimously.

BID AWARD Single Vendor Caterpillar. City Manager Delphine Palmer said this bid award was for the Caterpillar used at the landfill. The Caterpillar needs new tracks and the tracks can only come from Caterpillar. There is only one business that deals with Caterpillar in the Northwest so there is only one bidder. The amount of the repair is \$13,785.02 and is covered within the current year's fiscal budget. Ms. Palmer said she is authorized under purchasing guidelines for this amount, but because the City could not obtain three separate bids, City Attorney Doug Hojem suggested this come before council. Mayor Key said if the City had received another bid, it would have been the same as that is how Caterpillar works. Councilor Kelley added that with another bid, there may be additional shipping costs.

Councilor Saager moved to authorize City Manager Delphine Palmer to approve the bid for \$13,785.02 for repair of the Caterpillar tractor. Councilor Kelley seconded the motion which passed unanimously.

MANAGER'S REPORT

City Manager Delphine Palmer said she met with Marilyn McBride, School Superintendent, and had an excellent discussion. It seemed there was a perception that there was a problem with the City working with the School District on their bond issue. The City is not working on the bond issue itself, but the school district would like to have more information about infrastructure costs. Ms. Palmer suggested to Ms. McBride to get the Electric and Public Works Superintendents, Ms. Palmer and representatives from the school district to evaluate each of the areas, and give information for each of those areas. This information would be more technical information. Ms. McBride was pleased with this and said she would take this information back to the school district. Ms. Palmer said she felt the City and the School District work well together reiterating and assuring council that Ms. McBride was very pleased. Mayor Key said this was good as any decision is the school district's once they have the facts. Ms. Palmer further said that legally the City could not help them pass their bond as two public entities could not participate together. The City, however, will provide information we would normally provide as a city.

COUNCIL ANNOUNCEMENTS

Councilor Saager said he saw lots of pickups going past for the Fall Cleanup and asked if this was a much larger year. Public Works Superintendent Howard Moss said he thought it was the largest "first-day, fall cleanup". Councilor Saager said he wanted to thank the city employees for their hard work they did all through this week going curbside to pick up debris. He further said these employees are terrific!

Assistant City Manager Linda Hall further said that the police department was called out when a county resident tried to dump their garbage at the cleanup site. Our employees turned him down and he became so abusive, our employees had to call the police in. City Manager Delphine Palmer said how this person was caught was that Public Works Assistant Krista Sheridan made copies of the tickets on hot-pink paper. This person came through with a copy of the ticket on white paper. Our employees recognized immediately this person did not have an official ticket.

There being no further Council business, the meeting was adjourned at 7:29 p.m.